

WILLIAMSBURG ARCHITECTURAL REVIEW BOARD

APPLICATION PROCEDURES

1. No clearing or grading permits, demolition permits (in the **Architectural Preservation District**), relocation permits (in the **Architectural Preservation District**), building permits or sign permits will be issued for any project in the Design Review Districts until the project has been approved by the Architectural Review Board. Certain exterior changes, such as painting and site work, which may not require a building permit may need approval by the Architectural Review Board. [It is advisable to check with the Planning Department prior to beginning work.]
2. The Architectural Review Board meets the second and fourth Tuesday of every month at 6:30 p.m. in the Conference Room on the Third Floor of the Municipal Building at 401 Lafayette Street. In order to be placed on the agenda for a meeting, the ARB and Sign applications must be submitted no later than the Monday of the week prior to the ARB meeting at 12:00 (noon). [Meeting schedules and applications are available at the Planning Department.] Adjoining property owners will be mailed written notification for construction projects and public notification placards will be posted for new construction, demolition, additions, alterations, relocation and major rehabilitation applications.
3. Applications to the Architectural Review Board must include the ARB application form (signed by the owner of the property) and nine sets of plans (elevations and site plans) for large commercial projects. The preferred plan size is 11"x17". A list of all materials proposed for the project to include the colors proposed must be included with the application. For smaller projects, one set of plans (11"x17") will suffice with a list of all materials proposed for the project, to include the colors proposed, must be included with the application
4. Application to the Architectural Review Board for signs must include a completed Sign application form (signed by the owner of the property) with nine colored renderings of the proposed sign(s). Specific colors must be listed on the application for the ARB to review the application. Building-mounted signs must include an elevation of the proposed sign on the building. Freestanding or monument signs must include a site plan indicating the location of the sign and any proposed lighting/landscaping.
5. Applicants who are not on the consent agenda must be represented at the meeting. Applicants on the consent agenda are encouraged to be present at the meeting but attendance is not mandatory. If a case is removed from the consent agenda and a representative is not present the case will be tabled until the next meeting. Applicants on the consent agenda who do not attend the meeting do so at their own risk.

6. The applicant will receive a copy of the Architectural Review Board's decision within a week following the meeting. In the event that the Architectural Review Board denies an application, the applicant will receive written notification of the decision from the Architectural Review Board explaining the reasons for the decision.
7. Building, demolition and relocation permit applications are available at the Code Compliance Office between 8:00 a.m. and 4:30 p.m. Two copies of the approved building plans, site plan, and a land disturbing permit if necessary, must be submitted with the application. Check with the Code Compliance Office at 220-6136 for additional information for plan review.
8. The applicant is responsible for notifying the Planning Department when the construction project is ready for inspections for compliance with plans approved by the Architectural Review Board. In addition, a foundation survey, prepared by a surveyor, must be submitted and approved by the Zoning Administrator prior to proceeding above the foundation. If completed projects do not comply with approved plans, the applicant will be in violation of the Zoning Ordinance and subject to civil penalties and other legal action including injunction, abatement or other appropriate action or proceeding in order to insure compliance with this ordinance